

Personnel

MILITARY AWARDS AND DECORATIONS

***C1 BY ORDER OF THE DEPUTY COMMANDER**
COMPLIANCE WITH THIS PUBLICATION IS MANDATORY
NOTICE: This publication is available electronically on the USTRANSCOM WWW
Business Homepage "Library."

OPR: TCJ1-PD (LCDR Andrews) Approved by TCJ1 (CAPT Mary M. Orban, USN)
Supersedes USTRANSCOMI 36-18, 9 February 2001 Pages: 22
Distribution: Electronic Publishing

This instruction prescribes the policy and procedures for providing recognition to appropriate personnel assigned, attached, or detailed to duty with the United States Transportation Command (USTRANSCOM), at Scott AFB, Illinois, and the Transportation Component Commands (TCCs). Recognition can be in the form of a recommendation for military decoration, certificate of achievement or appreciation, or letter of commendation or appreciation. The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of Defense (DOD) or USTRANSCOM.

This instruction provides notice for the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain these records is USTRANSCOM Instruction 33-18.

SUMMARY OF REVISIONS

General update of text and attachments. Revises Attachment 2, USTRANSCOM Defense Awards Quick Reference Table and Submission Requirements to Awards Reference Table and adds Attachment 3, Submission Requirements Table. **NOTE:** Since this publication has been revised in its entirety, asterisks will not be used to identify revised material.

1. References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

2. Responsibility. The Directorate of Manpower and Personnel (TCJ1) develops policy and procedural guidance to ensure the USTRANSCOM military awards program is consistent and uniform with the awards policies of the DOD, the Joint Chiefs of Staff (JCS), and the Services.

3. Policy and Procedures:

3.1. Integrity of awards program. The command will rigorously protect the integrity of all DOD decorations by ensuring the criteria set forth in DOD and Service directives and this instruction are met. Awards must reflect outstanding accomplishment and not merely tenure in an assignment.

3.1.1. An appropriate defense decoration may be awarded upon permanent change of station, retirement, or separation of Service member if no other award is pending and no previous award has been made for the same act or period of service. Defense award recommendations must be based purely on the current joint-Service tour and not the Service member's entire career or a portion thereof.

3.1.2. No defense decoration shall be awarded or presented to any Service member whose entire service during or after the time of the distinguished act, achievement, or service has not been honorable.

3.1.3. *Defense decorations are not authorized for the reason of extended tour.*

3.2. Command assignment. Joint military awards and decorations provide an opportunity to reflect joint service as being distinctive and special, and are used to recognize members for their outstanding performance of joint duties. Unless otherwise stated, only those members of the Armed Forces of the United States who have rendered superior meritorious service while permanently assigned to a joint command or organization are eligible for a Defense Distinguished Service Medal (DDSM), Defense Superior Service Medal (DSSM), Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM), or Joint Service Achievement Medal (JSAM). The member must be assigned to a joint activity by paragraph and line number as reflected in joint manpower documents or assigned to a joint activity by official Temporary Duty (TDY/TAD) orders.

3.2.1. Being under the operational control of a joint activity does not constitute eligibility for a defense award. Personnel attached to a joint activity for administrative or exercise purposes will not be eligible for a defense decoration; however, these personnel may be recommended for a Service decoration.

3.3. Delegation of award approval authority. Except as stated in paragraph 4, award approval authority will not be further delegated.

3.4. Timely submission. The directors, chiefs of Direct Reporting Elements (DREs), and Joint Transportation Reserve Unit (JTRU) Commander will ensure award recommendations are submitted in a timely manner as indicated in Attachment 3 and in compliance with this instruction.

3.5. Meritorious achievement. Achievement awards are reserved for outstanding performance of duty related to a specific act or accomplishment of a mission, incontestably exceptional, that clearly places individuals above their peers. The accomplishment has an easily discernible beginning and end, and must have been carried through to completion.

3.6. Meritorious service. For award purposes, the term “service” is defined as a “period of *time* 12 months or greater,” *however, for USTRANSCOM personnel, members must serve at least 22 months of their joint duty tour.* Meritorious service covers praiseworthy execution of duties over a period of time and not a specific act or accomplishment. An award for meritorious service is normally appropriate upon tour completion, plus any extensions (voluntary or involuntary), and is awarded for a period of service 22 months or greater. A permanent change of assignment (PCA) between directorates within USTRANSCOM does not establish tour completion. *An award submitted for less than 22 months is an exception to policy and must be justified with a memorandum signed by the director or chief of DRE, and will be addressed to TCDC, through TCJI.*

3.7. Meaningful recognition. To be meaningful, recognition must be timely, and awards must be made only to individuals performing service or acts clearly above normal expectations.

3.8. Fairness and objectivity. Complete fairness and objectivity must be exercised in the selection of personnel for awards. Individuals serving in higher grades should not necessarily be considered for higher awards. Every person must be considered with an equal degree of interest and against established high standards of performance. The act(s) or accomplishment(s) should be the determining factor for the level of an award, not the rank of the individual being recommended.

3.9. Duplication of awards. Only one decoration may be awarded for the same act, achievement, or period of service. An award for meritorious service may include intervening meritorious achievements but will not be made for meritorious achievement and meritorious service involving the same period of time.

3.9.1. The award of a decoration in recognition of a single achievement does not preclude an award for meritorious service at termination of assignment. The recommending official must ensure that the previously recognized achievement is not included in the justification for the latter award. A copy of the citation(s) for previously awarded decoration(s) for achievement during the inclusive period will be forwarded with current recommendation for meritorious service.

3.9.2. To preclude dual recognition of the same achievement or period of service, the decoration history of the individual being recommended for award must be accurate. If an individual has received previous defense awards during the period of service that is being considered, the decorations previously received and dates must be listed. All prior Service awards will be listed in the same manner. This is imperative so reviewing officials may ascertain whether dual

recognition is involved. For example, previous defense award: JSCM - 10 October 1987; Service award: Meritorious Service Medal - 10 July 1985. The Personnel Programs Division (TCJ1-P) will provide assistance in obtaining previous awards information. Availability of such information in TCJ1-P for Army, Navy, and Marine Corps personnel is limited. It may be necessary to obtain this information from the individual concerned.

3.9.3. An award for meritorious service may be considered only when individuals complete a minimum of 22 months in a joint duty tour. Awards for meritorious service will normally begin with the first duty day and end with the last duty day. Awards given for meritorious service must cover the entire period of the member's entire joint tour (normally 36 months or more), plus any extensions (voluntary or involuntary) and awarded for a period of service 22 months or greater. Awards for reason of extended tour are not authorized.

3.9.4. As a general rule, service for at least one year is established as a basic qualification for recommendation of a JSCM for meritorious achievement. Normally, completion of an individual's entire joint tour is a prerequisite for award of the Defense Meritorious Service Medal (DMSM) or higher award. Fully justified exceptions are considered on a case-by-case basis.

3.9.5. Exceptions to Policy: The Commander and Deputy Commander (CDR/DCDR) have been granted authority by the Office of the Secretary of Defense (OSD), to approve "exceptions to policy," to the provisions of DOD Directive (DODD) 1348.33-M, Manual of Military Decorations and Awards, for award of the Joint Service Achievement Medal or Joint Service Commendation Medal. Requests requiring an exception to policy (an exception is defined as recommendations outside the guidelines of paragraphs 3.14 through 3.19 or as otherwise stated in this instruction or DOD 1348.33-M, Manual of Military Decorations and Awards) will be made by a memorandum of justification by the recommending director, DRE chief or Commander JTRU addressed to the DCDR, through TCJ1, which should accompany the recommendation. TCJ1 will review the request and forward it to the DCDR. JCS or OSD approves exceptions to policy for award of the DMSM and higher awards. Exceptions to policy may be disapproved at any level of command.

3.10. Retirement awards:

3.10.1. Every individual approaching retirement will be considered for an appropriate decoration based upon degree of responsibility and manner of performance conducted while assigned to USTRANSCOM. The fact that a Service member may retire from active duty from a joint assignment shall not be used to request or justify a higher level award.

3.10.2. The justification accompanying the recommendation for the JSCM to an individual retiring after having completed 20 or more years of military service need only the statement, "Member has completed more than 20 years of service. Award of the JSCM is fitting recognition for their final assignment."

3.11. Transportation Component Commands (TCCs). Members of the TCCs, unless filling positions identified on the Joint Duty Assignment List or assigned to a Joint Task Force (JTF) under the jurisdiction of a unified command, are not authorized defense awards. TCC personnel deserving recognition should be considered for their appropriate Service award.

3.12. Submission of awards. All award recommendations will be submitted in accordance with the provisions of this instruction.

3.13. Objective of recommendation. Each recommendation must clearly identify an outstanding performance of duty through a list of significant, specific accomplishments. Reporting facts, not flowery generalities, will achieve the objective of the recommendation. Justifications prepared utilizing bullet statements will be specific and factual. List examples of what the individual did, how well it was done, benefits achieved, and how such benefits significantly exceeded normal duty performance. Statements describing special projects, additional duties, etc., may also be included.

3.14. Defense Distinguished Service Medal (DDSM). The DDSM is awarded by OSD to general/flag officers whose exceptional performance of duty and contributions to national security or defense have been at the highest levels. Such broad responsibilities will only be held by the most senior officers of the command, *such as, commanders and deputy commanders*. Narrative justification for award of the DDSM may not exceed two single-spaced typewritten pages.

3.15. Defense Superior Service Medal (DSSM). The Chairman, Joint Chiefs of Staff, awards the DSSM to any military member who is assigned to a position of significant responsibility on a joint staff or other activity of DOD. This award is direct recognition for superior performance of duty in a position of significant responsibility that clearly places the individual ahead of contemporaries. The DSSM should be awarded to officers in the grade of O-6 through O-8. Officers in the grade of O-6 should be serving in a division chief or higher position of responsibility *for a minimum of 22 months*. Narrative justification for award of the DSSM may not exceed two single-spaced typewritten pages.

3.16. Defense Meritorious Service Medal (DMSM). The DMSM is awarded by the Commander, USTRANSCOM (CDR USTRANSCOM) in the name of the Secretary of Defense (SECDEF). To preserve the integrity of the award, recommendations will be restricted to the recognition of meritorious achievement/service that is incontestably exceptional and of a magnitude that clearly places individuals above their peers. The DMSM may be awarded to officers in the grade O-4 through O-6 and enlisted personnel in the grade of E-7 through E-9. The DMSM is presented to officers serving at the branch chief level and other field grade officers who have performed exceptionally noteworthy work. Justification for award of the DMSM shall be prepared on USTRANSCOM Form 23, Recommendation for Defense Award, as appropriate (see Attachment 3, note 6).

3.17. Joint Service Commendation Medal (JSCM). The JSCM is awarded for service or achievement that has been clearly outstanding. Decoration is awarded by CDR USTRANSCOM in the name of the SECDEF and symbolizes exceptionally meritorious service or achievement in a joint service capacity. The required achievement or service, while of a lesser degree than that required for award of the DMSM, must have been accomplished with distinction. The JCSM should be the basic award for the truly outstanding officer in grades O-1 through O-3 and for exceptional enlisted personnel. Justification for award of the JSCM shall be prepared on USTRANSCOM Form 23, as appropriate (see Attachment 3, note 6). JSCM approval authority is delegated to the directorate level for directors in the grade of O-7 and above. It is retained at the DCDR level for all others.

3.18. Joint Service Achievement Medal (JSAM):

3.18.1. The JSAM is awarded as delegated in paragraph 4, in the name of the SECDEF, to recognize meritorious service or achievement of military members in the grade of O-5 and below while assigned to USTRANSCOM. This award should be used to recognize officers below O-6 and enlisted personnel whose performance have been excellent but not at the same level as those deemed to be truly outstanding. Military members on temporary duty or detailed to duty with USTRANSCOM (usually 45 days or longer) are eligible for this award. Exceptions for lesser time periods should be kept to a minimum. Justification for award shall be prepared on USTRANSCOM Form 23, (Attachment 3, note 6). The citation to accompany the JSAM must justify the award.

3.18.2. Recommendations for award of the JSAM are initiated within directorates, DREs and JTRU, and approved by the Director, Chief of Staff (TCCS), Chief of DRE or JTRU Commander (each of whom must be serving in the grade of O-6 or above).

3.18.3. Recommendations for award of the JSAM, which have been approved by a director, DCDR, Chief of Staff (TCCS), CDR Executive Officer (TCCC-E), Chief of DRE, or JTRU Commander, must be fully documented and have an award certificate and citation prepared, as well as a special order issued, confirming the award approval. To maintain quality control and accountability, TCJ1 requires documentation from the USTRANSCOM approving authority for each approved JSAM using USTRANSCOM Form 23 with proposed citation. TCJ1 will prepare an award certificate, citation, and special orders and will return the completed documentation to the appropriate office for signature on the award certificate and presentation to the individual. Allow 30 working days for processing of these actions. Exceptions should be coordinated with TCJ1-P.

3.19. Impact Awards (JSAM and JSCM). The necessary documentation must be completed before the award is presented. Since TCCS, all directors, and DRE chiefs have approval authority for the JSAM, no special arrangements need to be made prior to presentation. In the case of the JSCM, directors serving in grade O-7 or above would have approval authority and no special arrangements would be necessary prior to actual presentation. For staff offices where the director or DRE chief is serving in grade O-6, DCINC approval for the award of the JSCM must

be obtained before actual presentation of the award. Directors and DRE chiefs may obtain DCDR approval via e-mail. Include in the e-mail sufficient justification for the DCDR to evaluate the circumstances. Awards approved in these instances must be documented using USTRANSCOM Form 23, and the proposed citation, forwarded to TCJ1 within 72 hours for preparation of award elements and signature of the approving authority prior to desired presentation date. If the recommending official does not have approval authority, a copy of the DCDR's approval must be attached to USTRANSCOM Form 23, along with the citation.

3.20. Service awards:

3.20.1. Recommendations for individual Service awards will be processed *only as exceptions* to policy for those individuals assigned to USTRANSCOM and *who are retiring*. Exceptions will be considered only when the Service award would be at a higher level than a defense award. Any individual receiving a Service award is not entitled to a defense award. Requests for exceptions will be considered on a case-by-case basis. Recommendations for Service awards will be submitted in accordance with the applicable Service directive to Military Awards Programs and Staff Orientation Branch (TCJ1-PD) for processing.

3.20.2. All Service award recommendations will be coordinated through the appropriate Service senior officer assigned to USTRANSCOM for endorsement by the CDR/DCDR to the appropriate Service approval authority for final processing. Upon CDR/DCDR endorsement, TCJ1-PD will forward award to appropriate Service approval authority for processing.

3.20.3. Position and grade are not the principal factors in determining eligibility. Performance of duty must be the primary consideration.

3.21. Release of information. To preclude premature release of information concerning proposed decorations, the fact that an individual is being recommended for a specific decoration will be considered "For Official Use Only" until a final decision is announced by the awarding authority.

3.22. Timeliness of recognition. Timeliness of recognition to an individual for their achievements is important for good order, discipline, and morale. Recommendations for individual decorations must be entered into administrative channels within one year after the accomplishment of the duty deserving recognition. When circumstances preclude submission of award recommendations as prescribed in Attachment 3, a memorandum of explanation for late submission must accompany the recommendation. *Memorandum will be signed by the director or chief of DRE, and will be addressed to TCDC, through TCJ1.* Awards are normally presented prior to a member's departure from USTRANSCOM; however, members may request presentation at the next duty station. If presentation at the next duty station is desired, it should be noted in the "Remarks Block" of USTRANSCOM Form 23, together with the new unit's complete mailing address. Election by an individual to have the award forwarded to their next duty station for presentation is not an excuse for late submission of an award recommendation. *NOTE: The time factors listed in Attachment 3 are absolutely critical for departing personnel.*

3.23. Personnel filling dual-hat billets. The following guidelines and criteria apply to individuals assigned to dual-hat billets within USTRANSCOM.

3.23.1. Individual must be assigned to duty with USTRANSCOM for an extended period of time (normally 45 days or more) *and on official orders*. Fragmented duty schedules whereby individuals perform duty several days/weeks with USTRANSCOM and move to their parent organization for several days/weeks, then repeat the process, i.e., Elite Guard, are not considered performing continuous duty with USTRANSCOM

3.23.2. Directors and DRE Chiefs must certify that the individual performed continuous full-time duty over an extended period of time. Provide inclusive dates for award and individual's duty title, DRE or directorate division/branch where duty was performed, and certification that the individual was attached/detailed for duty with USTRANSCOM.

3.24. Reservists assigned to the command. Reservists will be considered for award of the JSAM, JSCM, DMSM, DSSM, DDSM, and Service awards consistent with active duty award policies established in this instruction. Reservists performing TDY *and on official orders* or detailed to duty at USTRANSCOM from other reserve units are also eligible for defense awards (usually for reason of "specific achievement"). Recommendations require the same documentation and are prepared in the same format as those for active duty personnel.

3.25. Attached/detailed/temporary duty (TDY) personnel. Personnel attached to USTRANSCOM for an extended period (normally over 45 days) and on official orders, other than for exercise purposes, are eligible for award of the DMSM, JSCM, or JSAM. Temporary, short duration duties such as commissions, studies, and other special projects that have a significant impact on DOD shall be recognized by the JSAM. *Exception:* In truly rare situations, awards up to and including the DMSM may be recommended when fully justified. Recommendations will be restricted to the recognition of outstanding performance of duty and meritorious achievement that is incontestably exceptional and of a magnitude that clearly places individuals above their peers. Personnel assigned to Service components that are subsequently attached to a joint activity for administrative or exercise purposes shall not be eligible for a defense decoration. When a director, DRE chief, or commander considers an award recommendation for TDY personnel and/or personnel attached/detailed to duty with USTRANSCOM, that office must coordinate with the individual's unit commander or First Sergeant to ensure no disciplinary action is pending against the individual. It is possible for individuals to outstandingly perform their duties, but still have unfavorable situations affecting their overall conduct that render them ineligible for award consideration. Coordination should be documented by an annotation on USTRANSCOM Form 23.

3.26. Military personnel of foreign countries performing duty with USTRANSCOM. Foreign military members who have performed exceptionally meritorious achievement or service during their tenure may be recognized. *It is command policy to recommend foreign military members for an appropriate award to be issued by their own national military departments.*

Recommendations must be initiated by the directorate/DRE to which the member is assigned, and processed through TCJ1 and the DCDR, to the individual's country/Service commanding officer.

4. Delegation of award approval authority. CDR USTRANSCOM has delegated the approval authority for Defense awards as follows (*this authority will not be further delegated*):

4.1. The CDR has been granted authority to approve award of the Defense Superior Service Medal (DSSM) to *retiring* personnel serving in grade O-6 and above. The DCDR may approve the DSSM in the CDR's absence.

4.2. The DCDR may approve award of the DMSM, JSCM, and JSAM for all personnel assigned or attached to USTRANSCOM.

4.3. General/flag officer directors, *TCCS*, and the JTRU Commander have been delegated the authority to award the JSCM.

^{*C1} **4.4.** TCCS; the Directors of TCJ1; Intelligence (TCJ2); Operations (TCJ3); Strategy, Plans, Policy Programs (TCJ5); Command, Control, Communications and Computer Systems (TCJ6); Program Analysis and Financial Management (TCJ8); Command Surgeon (TCSG); Chief Counsel (TCJA); Force Protection (TCFP); and Chiefs of the following DREs: Research Center (TCRC), Public Affairs (TCPA), Inspector General (TCIG), and JTRU Commander, will approve award of the JSAM for all personnel assigned or attached to their respective organizations.

4.4.1. The Directors, TCCC-E, DCDR's Executive Officer (TCDC-E), Chiefs of DREs, and JTRU Commander must be serving in the grade of O-6 or higher (includes civilian equivalents in grade GS-15) to exercise award approval authority.

4.4.2. The Executive Officers for the CDR and DCDR shall approve recommendations for award of the JSAM initiated by DREs that do not have an assigned chief serving in grade O-6 or higher or a civilian in grade GS-15.

4.4.3. Normally, the DCDR will sign JSAM certificates only for his personal staff. The *Chief of Staff will sign JSAM certificates for the USTRANSCOM Color Guard*. Directors or Chiefs of DREs may request DCDR signature for special situations when a 3-star signature is deemed appropriate.

5. USTRANSCOM Awards Board:

^{*C1} **5.1.** The USTRANSCOM Awards Board membership consists of the Board President (Director, TCJ1), approximately eight officers in the grade of O-6 as designated by the DCDR, and Command First Sergeant (TCJ1-FS). The O-6 board members will be appointed from available assigned personnel, be representative of Service components, and normally serve for a

term of one year. Upon departure of a board member, the incoming O-6 will replace the departing member until a new board is appointed. A new board will be appointed *annually* by the DCDR. TCJ1-FS will serve as a voting board member only for awards involving enlisted personnel. A quorum of three board members and the president will be required to vote on each award recommendation. In the absence of the board president, the Deputy Director, TCJ1, will serve as president. The board president will vote last and indicate the final board recommendation of approval/upgrade/downgrade/disapproval on AF Form 1768, Staff Summary Sheet, submitted to the DCDR for final approval action.

5.2. The Awards Board will vote on recommendations for award of the DMSM or higher with the following exceptions: CDR/DCDR-directed awards; recommended awards for directors, DRE chiefs, or JTRU Commander. TCJ1-PD will provide recommendations requiring board action (see Attachment 2) to board members via e-mail. Board member responses to recommendations must be returned to TCJ1-PD with expediency. TCJ1-PD will provide prompt assistance to board members by answering questions or providing explanations concerning command, Joint Staff, and OSD award policies.

5.2.1. TCJ1 will forward recommendations for decorations relating to general/flag officers, O-6 directors and DRE chiefs directly to the CDR for endorsement.

5.3. Upon receipt of all board responses on recommendations, TCJ1-PD will prepare and forward the award certificate, citation, and the board's recommendation to the approval authority for final action.

5.3.1. When the board recommends disapproval of an award recommendation, TCJ1 will return the package to the recommending director, DRE chief, or JTRU Commander prior to forwarding to the DCDR. The director, DRE chief, or JTRU Commander may withdraw the recommendation from command channels or provide written extenuating conditions or justification not previously available to the board for reconsideration. The board will then review the new justification and vote accordingly.

5.3.2. When the board recommends downgrade of an award recommendation, TCJ1 will contact the recommending official and afford them the opportunity to either concur with the board recommendation for downgrade or submit additional justification for board reconsideration before forwarding to the DCDR. Additional justification must be submitted within 10 days of notification.

6. Disapproved Awards. Awards disapproved by the CDR/DCDR will be returned to TCJ1-P for further disposition to the recommending official.

7. USTRANSCOM Certificates of Achievement and Appreciation. The use of USTRANSCOM's Certificate of Achievement, USTRANSCOM Form 4, and Certificate of Appreciation, USTRANSCOM Form 5, (Attachments 5 and 6, respectively), are not designed to

restrict recommendations for decorations. *They* are designed to supplement the USTRANSCOM recognition program and acknowledge actions that might otherwise go unrecognized.

7.1. The Certificate of Achievement and Certificate of Appreciation may be approved by the CDR, DCDR, directors, DRE chiefs, and JTRU Commander. It may be issued to military members or an activity/unit/office (not just USTRANSCOM). A brief narrative citation is required for both certificates. The citation will not be worded so that the recognition appears to warrant the award of a decoration.

7.2. The purpose of the Certificate of Achievement is to recognize periods of faithful service, acts, or achievements which do not meet the required criteria for a higher DOD or Service decoration.

7.3. The Certificate of Appreciation is awarded as a token of appreciation and in recognition of support, cooperation, dedication, or conspicuous contribution to USTRANSCOM and its mission.

7.4. Each nominating office will prepare its own certificate. The "To" line should be typed in all capital letters (except as necessary to properly depict military rank), and include the full rank, first name, middle initial, last name, and the Service for all military members. The date will be typed on the left side of the certificate above the preprinted line. The signature block (2 or 3-line signature block) of the approving official will be typed under the preprinted line on the right. The approving official will sign on the preprinted line. The narrative description will be typed using upper and lower case.

7.5. Nominating offices may request the CDR/DCDR to sign USTRANSCOM Forms 4 or 5. Forms should be prepared for the desired level of signature by the requesting office and forwarded through TCJ1-P, via AF Form 1768, to the Command Section.

8. Letters of Commendation and Appreciation. This instruction is not intended to restrict the use of a Letter of Commendation or Appreciation. Acts or services which do not meet the criteria for decorations or authorized certificates may be recognized by written expressions. Such letters are encouraged and may be issued to personnel by the directors/deputy directors, DRE chiefs, and the JTRU and Component Commanders, as appropriate.

9. Forms prescribed. USTRANSCOM Forms 4, 5, and 23.

MARY M. ORBAN
Captain, USN
Director, Manpower and Personnel

6 Attachments

1. Glossary of References and Supporting Information
2. USTRANSCOM Defense Awards Reference Table
3. USTRANSCOM Defense Awards Submission Requirements Table
4. Sample Recommendation for Defense Award (USTRANSCOM Form 23) w/Instructions
5. Sample Certificate of Achievement (USTRANSCOM Form 4)
6. Sample Certificate of Appreciation (USTRANSCOM Form 5)

Glossary of References and Supporting Information

Section A--References

DOD 1348.33-M, Manual of Military Decorations and Awards

USTRANSCOMPD 36-7, Joint Awards

Section B--Abbreviations and Acronyms

*C1 CDR - Commander

CJCS - Chairman, Joint Chiefs of Staff

*C1 DCDR - Deputy Commander

DDSM - Defense Distinguished Service Medal

DIR - Director

DJS - Director, Joint Staff

DMSM - Defense Meritorious Service Medal

DOD - Department of Defense

DREs - Direct Reporting Elements

DSSM - Defense Superior Service Medal

JCS - Joint Chiefs of Staff

JSAM - Joint Service Achievement Medal

JSCM - Joint Service Commendation Medal

JTF - Joint Task Force

JTRU - Joint Transportation Reserve Unit

OSD - Office of the Secretary of Defense

SECDEF - Secretary of Defense

TCCs - Transportation Component Commands

TCJ1 - Director, Manpower and Personnel

TCJ1-P - Chief, Personnel Programs Division

TCJ1-PD - Personnel Programs Division Awards Branch

*C1 TCCC-E – CDR Executive Officer

*C1 TCDC-E - DCDR Executive Officer

*C1 TCJ1-FS - Command First Sergeant

USTRANSCOMI - United States Transportation Command Instruction

AWARD REFERENCE TABLE

AWARD TYPE	REASON	RANK	APPROVAL AUTHORITY	BOARD ACTION (Note 1)
DDSM	ALL	0-8 to 0-10	SEC DEF	NO
DSSM	PCS/PCA	0-7 to 0-9	JOINT STAFF	NO
	RET	0-6 & Above	CDR/DCDR	NO (Note 2)
	PCS/PCA	0-6 Only	JOINT STAFF	YES (Note 2)
DMSM	PCS/PCA/SEP	E-9 & 0-5/0-6	DCDR	NO
	PCS/PCA/SEP	E-7/E-8 & 0-4	DCDR	YES
	RET	E-7-E-9 & 0-4-0-6	DCDR	NO
JSCM	RET	ALL	DCDR, TCCS, or DIR (07 & Above)	NO (Note 3)
	PCS/PCA/SEP ACH/IMPACT	ALL	DCDR, TCCS, or DIR (07 & Above)	NO (Note 3)
JSAM	PCS/PCA/SEP ACH/IMPACT	0-5 & Below	TCCS, Director, DRE Chief & JTRU Commander (0-6 & Above)	NO (Note 3)

Notes:

1. All exceptions to the above must be boarded and a letter of justification for exception submitted w/recommendation signed by the Director, DRE Chief, or JTRU Commander. *Exceptions are based on member not meeting grade requirements or "period of service" as determined throughout this instruction.*
2. An 0-6 should be serving at a Division Chief or higher position of responsibility and have been in that position/grade for a minimum of 22 months. *For 06s not retiring and not a Division Chief, the exception policy applies.*
3. *Awards for Impact or Achievement must be approved and orders rendered prior to presentation.*

SUBMISSION REQUIREMENTS

AWARD TYPE	REASON	RANK	DUE TO TCJ1-PD	REQUIRED DOCUMENTS	NOTES
DDSM	ALL	0-8 to 0-10	100 Days	Memo w/2 page narrative & citation	2
DSSM	PCS/PCA/RET	ALL	100 Days	Memo w/2 page narrative & citation	2
DMSM	PCS/PCA/SEP/RET	ALL	60 Days	USTC 23 w/7 bullets & citation (See note 5)	3 & 5
JSCM	PCS/PCA/SEP/RET	ALL	60 Days	USTC 23 w/7 bullets & citation (See note 5)	3 & 5
	ACHIEVEMENT	ALL	30 Days	USTC 23 w/5 bullets & citation	3
	IMPACT	ALL	N/A	USTC 23 w/5 bullets & citation	3
JSAM	PCS/PCA ACHIEVEMENT	0-5 & Below	30 Days	USTC 23 & citation (citation must justify award)	3 & 7
	IMPACT	0-5 & Below	N/A	USTC 23 & citation (citation must justify award)	3 & 7

NOTES: Notes 1, 4, and 6 apply to all.

1. Awards are due to TCJ1-PD number of days indicated prior to desired presentation date or projected departure date whichever is earliest.
2. Signed hard copy of memo w/atchs. Forward Word file of complete recommendation on disk or e-mail to TCJ1-PD.
3. Signed hard copy of USTRANSCOM Form 23 with hard copy of citation. Also forward Word file of citation and Form Flow packaged USTRANSCOM Form 23 on disk or e-mail to TCJ1-PD.
4. An exception to policy may be submitted by Director, DREs , or TCCs and will be considered on a case-by-case basis. Exceptions are based on member not meeting grade requirements or “period of service” as determined throughout this instruction and attachment 1. TCJ1 will determine format and provide necessary guidance.
5. Only AF may use last two evaluations verses the 7 bullets, except when less than 2 evaluations from USTRANSCOM are available, then 7 bullets are required.
6. If previous defense awards during USTRANSCOM tour, include a copy of the citation.
7. JSAMs are not authorized for 0-6s and above.

SUBMISSION REQUIREMENTS

Attachment 3, USTRANSCOMI 36-18.

Instructions for Completing USTRANSCOM Form 23,
Recommendation for Defense Award

This form is used only for submission of the DMSM, JSCM, and JSAM.

SECTION I: TYPE OF AWARD RECOMMENDED: Place an "X" in the appropriate box (completed by recommending official).

SECTION II: IDENTIFICATION OF SERVICE MEMBER AND OTHER DATA.

NAME: Last, First, Middle Initial of the recommended individual (completed by recommending official).

GRADE: Include Pay Grade (i.e., Col/CAPT/COL (0-6); SSG/PO1/SSGT/TSgt (E-6) (completed by recommending official).

SSN: Self Explanatory (completed by recommending official).

SERVICE: Branch of Service in which the nominee is serving. If the individual is a Reservist, follow the branch of Service with an "R" (i.e., USAFR, USAR, USNR, USMCR, USCGR) (completed by recommending official).

DUTY TITLE AND ASSIGNMENT AT TIME OF SERVICE OR ACT: Duty title of nominee (if individual had 2 or more titles while assigned to USTRANSCOM and they are listed on the citation, then they must be listed here also). Enter the name of the directorate, and full address (completed by recommending official).

INCLUSIVE DATES FOR AWARD CONSIDERATION: Identify dates as month and year unless the award is for a specific act/achievement, then dates will be entered as day, month, and year (completed by recommending official).

REASON FOR AWARD: Place an "X" in appropriate box. If the block "OTHER" is marked, an explanation is required (completed by recommending official).

DESIRED PRESENTATION DATE: Enter the date you desire to present the award to the nominee. A date must be listed. If the award is to be presented at next duty location it should be noted in this block along with the new unit's complete mailing address. It is command policy that awards be presented before departure if at all possible (completed by recommending official).

DESIRED INDIVIDUAL OFFICIATING AT AWARD CEREMONY: Self explanatory (completed by recommending official).

PREVIOUS DEFENSE AWARDS FOR THIS MEMBER: List all previous defense (Joint) awards, number received, and year awarded, i.e., JSAM (1), 99; JSCM (2), 97, etc. Do not list Service awards. This information can be obtained from the individual's personnel Service representative. **If the award was given during the member's current tour, a copy of the citation must be attached** (completed by recommending official).

PREVIOUS SERVICE AWARDS FOR THIS MEMBER: List all previous Service awards and the number received, i.e., AAM (1), AFCM (1), MSM (2), etc. This information can be obtained from the individual's personnel Service representative (completed by recommending official).

REMARKS: FOR USAF PERSONNEL ONLY: List PAS Code to which assigned, and originating POC, grade, and phone number, (i.e., PAS: SF3TFGGJ, Lt Col Jones, 229-7096), (completed by recommending official).

SECTION III CERTIFICATION BY DIRECTOR OR CHIEF OF DIRECT REPORTING ELEMENT (DRE): Enter the full name, grade, Service and duty title of the director/DRE Chief or JTRU Commander. Enter the date the form is signed.